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1 August 1967

ANNUAL REPORT - FY 1967
TRANSACTIONS AND RECORDS BRANCH
RECORDS AND CONTROL DIVISION

1. Work Force

A. Office of the Chief

We have managed to keep the work reasonably current with the three individuals slotted in the Office of the Chief. Our response in locating Fitness Reports in process has been slower and rather inefficient because the work load is too great to keep current with the assets in this immediate office. On occasion we have had to seek additional help from other sections of the branch in the verification and coding functions. This makes the locating of an individual Fitness Report rather complicated since it increases search locations.

B. Files Section

The current staffing of eleven, augmented by one Detailee from the IAS Pool has been barely adequate. If there had been no reduction in the Applicant File activity we would not have been able to keep file service current.

C. Position Control Section

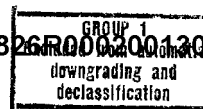
This section, the only adequately staffed section in this branch, has absorbed a slight increase in work load. We undertook a campaign to reduce the number of telephone inquiries for information requestors should have available in their own records. As a result we no longer get the volume of calls for serial numbers, grade, step and salary, position number, etc., from Divisions concerning their own personnel. I think, in the long run, our "public relations" did not suffer. Without limiting this type of service the section would not have been able to handle any increase in volume.

D. Status Section

The authorized staffing level of 5 is inadequate to handle the increased work load of the Status Section. Fiscal year end staffing of 3 is completely unrealistic. This section had to rely on personnel detailed from other Office of Personnel positions and considerable overtime to meet fiscal year end requirements. [redacted] has been working full time and overtime in the Status Section. Without her continued assistance, the section could not be able to meet even normal deadlines. This section's activity has increased to the point where the position that was deleted last year should be reinstated. A total staffing authorization of six is again needed for this section.

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2. PRODUCTION STATISTICS (TAB A & B)

A. Files Section

The decreased applicant file activity reflects the significant curtailment of Agency recruiting and publicity as compared with last year.

B. Position Control Section

The increased activity of the Position Control Section is the result of various component reorganizations throughout the Agency.

C. Status Section

The increased work load of the Status Section referred to in Paragraph 1D is primarily the result of the reorganization and a number changes on short forms in July 1966 and activity concerned with qualifications input and overseas service records. The decreased volume of input for CIA R&D System was expected with completion of the initial review.

3. PROBLEMS MET AND SOLVED

A. In conjunction with the Office of Computer Service a complete tickler system was established which lists those employment conditions with time limits. As yet we have not received the first report, however, we anticipate that this will be a useful tool.

B. A redefinition of the term "overlap" has been arrived at by TRB in conjunction with [] of CSPS. More accurate reporting of personnel overlaps will now be possible since the term has acquired a universal interpretation.

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4. PROBLEMS MET AND NOT SOLVED

Inadequate staffing is the major unsolved problem in TRB.

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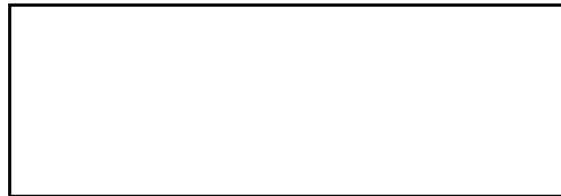
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5. FORECAST FY 1968

Overall branch activity reflects increases and decreases in Agency internal reorganization. The Agency ceiling is expected to remain constant and to this extent branch activity should follow suit. If Agency reorganizations continue at the present rate there should be a slight increase in activity in this area. The Status Section, however, will most likely experience a significant increase in activity due to an acceleration of qualification file activity, overseas records and 444j ticklers.

6. FORECAST FY 1969

It is felt that most systems and procedures employed by this branch will continue to be utilized in the near future. However, some significant changes might be introduced as the result of recommendations of the Support and Systems Staff by Fiscal Year 1969.



Chief, Transactions & Records Branch

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STATISTICAL RECAPITULATION OF MAJOR ACTIVITIES
Within the Sections of
TRANSACTIONS AND RECORDS BRANCH
1 July 1966 through 30 June 1967

	Yearly Total <u>FY 1967</u>	Monthly Average <u>FY 1967</u>	Percent Inc. or Dec. <u>over FY 1966</u>
FILES SECTION:			
1. Employee Files charged out			-1.7
2. Terminated files charged out			-16.3
3. Employee file material received			-12.9
4. EOD files established			+10.4
5. Files requested from FRC and other agencies			+23.1
6. New applicant folders established			-21.8
7. Number of applicant files charged out			-22.3
8. Pieces of mail inserted in applicant folders			+11.2
9. Number of transcripts prepared			+11.1
POSITION CONTROL SECTION:			
1. Personnel Actions processed			+7.2
2. PSI Forms typed			+20.3
3. PSI Forms posted - (machine prepared)			-8.1
4. QSI's prepared and posted			+1.4
5. SCD's computed			+43.2
STATUS SECTION:			
1. Personnel Actions prepared			+8.3
2. Short Forms (OCS/APP/Div)			+55.8
3. Miscellaneous change notices prepared			+39.9
4. Documents coded			+18.5
5. Fitness Report input			+7.2
6. Qualifications and language input			+56.8
7. PCS and TDY Overseas Service			+260.8
8. CIA R&D system			-36.9

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TRANSACTIONS AND RECORDS BRANCH OPERATIONS

FILES SECTION: FY 1967 FY 1966 FY 1965

1. Employee files charged out
2. Terminated files charged out
3. Employee file material received
4. EOD files established
5. Files requested from FRC and other agencies
6. New applicant folders established
7. Number of applicant files charged out
8. Pieces of mail inserted in applicant folders
9. Number of transcripts prepared
10. Items handled by mail room not included above

POSITION CONTROL SECTION:

1. Personnel Actions processed
2. PSI Forms prepared (typed)
3. PSI Forms posted
4. QSI's prepared and posted
5. SCD's computed

STATUS SECTION:

1. Personnel Actions prepared
2. Short Forms (OCS/App/Div)
3. Miscellaneous Change Notices prepared
4. Documents coded
5. Fitness Report input
6. Qualifications input
7. PCS and TDY Overseas Service
8. CIA R&D System

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MEMORANDUM FOR: Chief, Records and Control Division

SUBJECT: Qualifications Analysis Branch - Annual Activity
Report for Fiscal Year 1967

Activities of the Qualifications Analysis Branch for Fiscal Year 1967 are outlined below.

A. The major functions of the Qualifications Analysis Branch are:

1. The preparation of biographic profiles on Agency employees and the classification and coding of applicants' and employees' qualifications which are used for screening personnel records. The two systems were designed to assist career service panels and operating officials in selecting the best qualified candidates to meet Agency staffing requirements.
2. In connection with the above, four major operations must be carried on in the Branch.
 - a. The Biographic Profile function requires:
 - (1) Preparation of Biographic Profile, Form No. 1200, for each Agency employee;
 - (2) Preparation of the Blue Book - "Principal Officials of CIA" - for the DCI;
 - (3) Preparation of sterile biographic summaries, other than (1) and (2) above, for use outside the Agency.
 - b. The Qualifications Classification Coding System requires:
 - (1) The preparation of employee records (background data; formal education; experience, including on-the-job training and specialized skills and knowledges) in coded form for incorporation in the RCA-501 and retrieval of the information to meet current and emergency staffing requirements by providing machine listings of qualified candidates.
 - (2) Classification and coding of applicant qualifications for incorporation in mechanical records.
 - (3) Planning attacks on the mechanical file to locate qualified individuals (those possessing specific skills,

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knowledges, and experience) to meet current requirements for staffing Agency positions and/or fill emergency manpower requests.

(4) Coding of Forms 444c, "Language Data Record."

- c. Preparation of Special Manpower Studies concerning employees and applicants.
- d. Reproduction of Biographic Profiles, Personal History Statements, and various other documents.

B. Organization of the Qualifications Analysis Branch and personnel activity during the fiscal year.

- 1. Personnel on duty with QAB at the close of the fiscal year include:

2.

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2. Biographic Profiles



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3. Xerox Reproduction

105,495 sheets -- Initial, Updated, or "As Is" Bio Profiles
16 sheets -- Personal History Statements reproduced
76,478 sheets -- Miscellaneous material reproduced in response
to external (outside QAB) requests.
23,411 sheets -- Reproduced for QAB use
205,400 Total sheets reproduced

D. Special Projects Completed and Highlights of Fiscal Year 1967

1. The number of Language Data Forms (Forms 444c, 1273, disclaim memos, etc.) increased by a little more than 100% over fiscal year 1966. This results from the intensive language testing program the Office of Training is conducting.
2. The book "Principal Officials of CIA" was updated to be ready for the printer at such time as the Office of the DCI might request publication.

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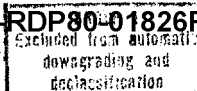
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3. The program for the circularization of the Agency for up-to-date qualifications and biographic information was implemented.
 - Form 444j, "Qualifications Supplement to the Personal History Statement" was developed and printed for all personnel overseas and for personnel in grade groups GS-1 through 8 and GS-14 and above.
 - An Agency Notice was prepared and published which announced and described the Agency's Qualifications Inventory System.
 - Procedures were established for coding the information received on Forms 444j.
 - A system was developed to account for the receipt of completed Forms 444j and for the notification of appropriate administrative and personnel officers when not received.
 - A form was developed for updating qualifications information once the inventory is established.
 - The Qualifications code structure is being revised as necessary to meet new concepts and situations.
4. The code structure for recording language proficiency was revised to show disclaimed language abilities.
5. A report which shows for key personnel the years of CIA and total intelligence experience was brought up to date.
6. The Semi-Annual ADP Management Report to the Bureau of the Budget was prepared for the DD/Pers for transmittal to the Chief, Support Services Staff, Office of the DD/S.
7. The preparation of clear language definitions for coded information was accomplished. This permits clear language computer print-out of qualifications information.
8. A study was performed which analyzed the academic background of Supergrade, Executive Pay and Scientific Pay Schedule personnel and certain Clandestine Services supervisory personnel.
9. The Executive Director was furnished statistical information concerning the language proficiency of supergrade personnel and personnel at grades GS-9 through 15.
10. Biographic Profiles were prepared for contract employees assigned to Project

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11. Revisions were made in Forms 1200 (Parts 1 & 2) and 1200a, Biographic Profile.
12. Updated Biographic Profiles on 36 employees were furnished the Far East Division for use by the Deputy Director of Central Intelligence on a foreign field trip.
13. In Fiscal 1966 154,986 Xerox sheets were reproduced. 205,400 were reproduced in fiscal 1967. This increase results primarily from the superior Xerox equipment installed during the year.
14. Comparative information on the qualifications of professional new hires with the Agency's total professional population was developed for the Office of the Executive Director.

E. Principal Problems Encountered and Resolved

1. Form 444j, "Qualifications Supplement to the Personal History Statement", and an Agency Notice which announced the implementation of this phase of the Agency's Qualifications Inventory System were developed, coordinated and published.

A computer schedule was established for the printing, control and maintenance of Form 444j. The form has been printed and distributed to all personnel overseas and personnel in grade groups GS-1 through 8 and GS-14 and above.

2. The recording of employees language abilities improved considerably during this fiscal year both in the number of records established and, due to the Office of Training's augmented testing program in the quality of the information recorded. In addition, this Branch developed a supplemental language coding structure which, while compatible with the existing structure will eliminate ambiguities which would otherwise exist. Language proficiency records now being recorded show for each language factor the current status of the tested evaluation or employees claim. If the employee has disclaimed proficiency in any factor, this fact is shown by a code which indicates the previous proficiency level now disclaimed (whether a tested or claimed evaluation). Prior to the development of this new coding structure it was not possible to tell whether an employee had disclaimed proficiency in one or all language factors.
3. The development of a computer capability to print in clear text was established. This was not phased for this period in the development of the Agency's Qualifications Inventory System but was moved up due to time required for the Agency coordination of Form 444j.

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4. Form 444j, in addition to obtaining qualifications data, also requests employees to add to, correct or verify their Agency overseas service. This information is being inputed to improve the Agency's Roster of Overseas Service.
5. As a part of the coding of Forms 444j the following side benefits are being effected:
 - The military status of all employees is now being reviewed and correct input is being processed. This action was required to straighten out the military status deck which is highly unreliable.
 - Education less than and more than any degree level is now being recorded from both accredited and non-accredited colleges.
 - Foreign area knowledge is being coded.
 - Birthdate and sex of dependants is now being coded.

F. Accomplishments Projected for Fiscal 1968

1. Completion of the initial circularization of the Agency with Form 444j to obtain qualifications information. Grade groups GS-9-10-11 and GS-12 and 13 remain. Processing of the information received for retrieval from the computer.
2. Establishment of the mechanics for the maintenance of the Agency's Qualifications Inventory.
3. Coordinate with the Offices of Computer Services and Training on the implementation of actions required for the development of a computer produced Biographic Profile.
4. Coordinate with the Office of Computer Services on a series of recurring qualifications reports which will exploit the full use of the information available in the Qualifications System.
5. Follow up as necessary with delinquency reports in order to secure all completed Forms 444j.
6. The maintenance of as small a backlog as possible in the coding of Forms 444j.

G. TAB A titled, "A List of Responses to Requests for Qualifications Searches for Employees and Applicants and Other Information."



Chief, Qualifications
Analysis Branch

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Requested of OCS a complete listing of all Agency Staff Employees, Staff Agents, and Military Details, arranged alphabetically by name, for use in QAB for control of employee files.

Requested of OCS (for OTR) a complete language proficiency listing based on the "S" language factor. To be arranged by Directorate and to indicate information as to tested, claimed, disclaimed tested, and disclaimer of an earlier claim.

Requested of OCS a rearranged printing format of the 5x8 cards Job 160B - individual Qualification Record. (To provide greater ease of reference and faster manual search.)

Furnished DDS&T/Pers/[] a list of DDS&T, DDI, and DDS employees qualified as pilots.

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Requested of OCS quarterly language proficiency registers to assist OTR and Admin Officers of the various components in scheduling language tests. Also requested quarterly statistical summaries to show proficiency in each tested and claimed language factor.

A manual search performed at request of OL/Pers/[] for Agency employees, grade GS-9 and below, female college graduates in law, revealed only one and that employee could not be released by the staff to which she was assigned.

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Furnished NE/Pers/[] "As Is" bio profiles covering 3 Agency employees who attended the University of Paris in the late 1940's.

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Made a manual search for WH/Pers/[] for Agency female employees, grade GS-9 and below, single, with previous Mexican citizenship; none were identified. Advised WH/Pers of seven employees whose parents had Mexican citizenship and who otherwise qualified.

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CI Staff requested names of employees qualified as Interrogators. CI Staff later cancelled this request. The requestor had been unaware of CI Staff's official position regarding the inclusion of Agency operational qualifications of "D" personnel in the QAB system.

Furnished DDS&T/ORD/[] "As Is" bio profiles covering 6 DDS&T and 1 DDI employee who appear qualified as Meteorologists or Atmospheric Physicists.

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MEMORANDUM FOR: Chief, Records and Control Division

FROM : Acting Chief, Statistical Reporting Branch

SUBJECT : Annual Report for Fiscal Year 1967

The lack of time was the major problem faced by SRB during Fiscal Year 1967. The personnel assigned to SRB, excluding the Branch Chief, worked 1,476 less man hours during FY 1967 than they had during FY 1966. This was due to illness; one employee was placed on LWOP for five months, she was not permanently replaced, and all overtime was discontinued in November 1966. The time deficit plus an increase of 32% in special requests has caused some time delays in distributing recurring reports and occasionally there has been a lack of neatness and needed explanations to SRB reports.

SRB seems to be the hub for "odd jobs". Our main duty is to respond with statistical data either by special request or on a recurring basis, yet we are burdened with:

1. Coding of invitee travel orders;
2. Monitoring of incorrect locator information;
3. Coding of overseas service forms;
4. Destruction of combined Agency alphabetical rosters and DDP T/O's;
5. Storage of gifts to employees;
6. Accounting for Personnel documents and rosters at Vital Materials and Records Center;
7. Storage of 30" x 40" charts and the making of new visual aids for most of the briefings given by the Office of Personnel;
8. Supplying materials to other offices including:
 - (a) Ozalid supplies;
 - (b) Graphic materials;
 - (c) Binders and posts for machine listings;
 - (d) Loaning of special typewriters and calculators; and,
9. We have the responsibility for the duplicating room and equipment.

SRB is at the point now where it is spending as much time on "odd jobs" as on its mission.

FY 1968 is going to show an increase in requirements for SRB and unless some of the "odd jobs" are transferred out or more personnel are assigned to SRB the recurring reports are going to be distributed later and possess less quality control than they do at the present.

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SUBJECT: Annual Report for Fiscal Year 1967

I. Accomplishments:

A. We have initiated several reports which are not distributed but which will be of value during FY 1968. Among these are:
(1) Personnel who have separated with less than one year of Agency service, by grade, and another report by MANS code;
(2) Ratio of EODs to Cancellations by MANS code, compiled at the end of each calendar year and each fiscal year; (3) The number of EODs which may be anticipated, out of any months In Process Group, within 10 months by MANS code; and (4) The number of EODs which can be acquired from any one months Initiations by MANS code.

B. There are three reports which have been done previously which will be recurring with limited distribution: (1) Fitness report ratings by Service Designation; (2) Number of QSI's given out by Service Designation each fiscal year; and (3) Education levels, language capability and sex of new employees.

25X1A9AC. Mr. [] with some help from the other personnel in SRB, has coded all of the Overseas Records with the claimed and verified dates. The record is being used now for some historical data and if it proves to be accurate throughout it will be put to greater statistical use.

D. Through "Operation Clean-Up" SRB disposed of 22 cubic feet of obsolete records. This is in addition to the 5 to 6 cubic feet of rosters which are destroyed monthly.

E. SRB was in charge of distributing all of the forms 444j and storing the extra copies.

F. The Personnel Activity Chart Book (Black Book), was re-instated in August 1966. The book is comprised of 20 pages of charts and 24 pages of figures dealing with the Agency's Growth, Age, Sex, Salaries, etc. One copy is made at the present time for the D/Pers.

G. The D/Pers is receiving the Office of Personnel Chart Book from SRB. It is comprised of 23 pages of figures and 19 charts. This book deals with monetary outlays by the Office of Personnel and the activities of the Office of Personnel. Seven charts out of this book are duplicated and forwarded to the DDS.

H. The decrease in the number of OCS special requests from 132 to 57 and the increase in hand-calculated reports from 163 to 217 indicates that we are approaching the area where we are

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SUBJECT: Annual Report for Fiscal Year 1967

anticipating the needs of the requestors with recurring OCS reports.

- I. A query came from the Administrative Staff of DDS&T as to the difficulty of establishing a second letter in their service designation to indicate the office which was responsible for individuals with the SD of "R". Upon discussion it was established that the main purpose of the exercise was for promotion headroom. Without having to request any additional machine tabulations or add a letter to the "R", SRB published an office CSQA which satisfied the request and it is now a recurring report.
- J. The new Office of Finance form 1451(a) is now in use. SRB will continue to receive them until the overseas record appears in order. At optimum, the forms will have direct input through Status to Computer Services without any handling by SRB.
- K. A new roster of Language Capability, Education Level and Sex by MANS code by year of LCD was established to answer a recurring request from Col. White regarding the education level and language capabilities of new employees compared to the overall Agency personnel. This roster has not been used to its full capability at this point in time.
- L. SRB has been able to keep abreast of the forms 444j which are being returned for the coding of overseas information which is not already in the record.
- M. The placement progress charts, which were prepared for Mr. have been reorganized and now show the placement activity by the category of employment. There are seven pages; Professional excluding CTP, CTP, Communicators, Technical, Clerical, Non-GS Civilians, Military and Agency GS. The figures depict On Duty, Positions, Initiations, Cancellations, In Process, EODs and Separations for as many as four fiscal years. It is quite useful for answering questions on our present status and past experience.

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II. Progress

- A. SRB was able to allow more training time for its employees during the past year.

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SUBJECT: Annual Report for Fiscal Year 1967

- B. Meetings were held with OCS to discuss an improved method for the retention of historical records. At the present time it is difficult and expensive to obtain any historical data prior to 1960.
- C. Meetings were held with [] of the Special Services Staff to discuss the items that will be needed in the new integrated ADP systems.
- D. There was collaboration with C/TRB and C/RCD in drawing up a historical paper concerning the Office of Personnel's reporting system since 1947. It has been noted that there is a lack of analytical observations on our reports and steps will be taken to correct this if the time becomes available.

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III. Problems

- A. The Office of Computer Services is endeavoring to acquire personnel in order to better service our requests. When this is accomplished many reports that are now hand computed will be done by machine.
- B. SRB needs a GS-11 employee to be Deputy Chief. He will deal mostly with OCS and also be responsible for some personnel projections.
- C. SRB will need more office space for additional employees plus more work area.
- D. There has not been a recent review of the presently published reporting formats. More clarity will be gained when certain formats are changed in the future.

IV. Future

- A. SRB will continue to produce guidance, assistance and basic statistics for manpower projections. We believe this requirement will increase.
- B. The Personnel Emergency and Locator activity will become the sole responsibility of RCD/SRB. [] will be assigned to SRB effective 28 July 1967 and she will have the same responsibilities as she did when she was assigned to OCS.
- C. There will be more across the board reporting on qualifications, language capabilities, personnel status and training courses taken.

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8 August 1967

MEMORANDUM FOR: Director of Personnel

SUBJECT: Statement of Accomplishments for Fiscal Year 1967 -
Records and Control Division

1. This is an overall Records and Control Division report. Separate reports for each of the Branches of this Division are contained in the attached TABS.

TAB A - Qualifications Analysis Branch

TAB B - Statistical Reporting Branch

TAB C - Transactions and Records Branch

The basic statistical workload data which are included in each of the Branch reports will be repeated in this report only when of sufficient significance to be reported as a highlight.

2. During this past year the functions of the three branches of this division became better integrated from a procedural standpoint and in the use of personnel. Economies have been effected and efficiency has increased during a period in which the volume of activity has grown.

3. The circularization of the Agency to obtain up-to-date biographic and qualifications information for the Agency's Qualifications Inventory is well under way. This is being accomplished through the use of a pre-printed pin-feed form, Form 444j, titled "Qualifications Supplement to the Personal History Statement".

The schedule for the distribution, completion and return of Form 444j is the same as that for the completion and return of fitness reports. The form has been distributed to headquarters personnel in grade groups GS-1 through 5; GS-14 and above; and GS-6-7 and 8 and to all overseas personnel. The acceptance of this program has been of a high order and substantially all forms have been returned from the grade groups circularized. A control has been established for the receipt of the form and delinquent lists are forwarded to appropriate administrative and personnel officers as required.

Prior to the initial distribution of Form 444j, an Agency Notice was prepared, coordinated and distributed, which described the Agency's Qualifications Inventory Program and told of its improved capability through the use of computers.

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To maintain the inventory once established there is under development a one page form titled, "Qualifications Update", which will be completed annually after the completion of Form 444j. Ordinarily this form will take less than five minutes to complete.

4. Through the pre-printing of overseas service (PCS-TDY) on Form 444j the Agency's Roster of Overseas Service is being reviewed for accuracy and completion. Each employee is being asked to correct, verify or add to his overseas service as shown on his questionnaire. In addition, such changes as may be required are being reconciled with information which may have been verified as a part of establishing eligibility in the CIA Retirement and Disability System. In concert with the Plans and Review Staff a program has been developed which will eventually permit direct computer input of overseas information by the Status Section, TRB. However, during this period of transition, a separate coding step will continue to be required.

5. A high volume of additions and changes to the Agency's Language Roster resulted from the intensive testing program carried out by the Office of Training during the reporting period. The number of Language Data Forms (444c, 1273, disclaim memos, etc.) processed in

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This division assisted personnel of the Language School of the Office of Training in establishing basic recurring machine reports required to implement its initial language testing and its three-year interval language re-testing program.

6. Progress was made toward a computer capability of printing clear text Biographic Profiles. The capability has now been achieved for print out in clear text of college education specifying the degree, major course of study, the name of the institution and its location, and the year the degree was received. This capability has been successfully proven on several reports prepared for operating officials. Education less than, and beyond a degree, is now being coded. Education from non-accredited colleges is also now being coded in the same manner as that from accredited colleges.

7. Since in the coding of Form 444j the files of all employees will be reviewed, this opportunity is being utilized to correct the input in the Military Status file.

8. The birthdate and sex of dependants are now being coded. Heretofore only the total number of dependants was coded.

9. Among the additional machine reports which were developed during this period for use in retirement studies, manpower utilization and personnel forecasting, the following were the most significant:

- A tabulation of the accessions and cancellations in the in-process group by MANS code by number of days

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from date of initiation. The report is by Office, Directorate and Agency.

- A tickler report on not-to-exceed categories. (Reserve, Temporary, Personal Rank Assignment, Summer Only)
- A projection of the number of employees eligible under various Agency and Civil Service retirement plans.
- A listing showing grade and date of action when an employee is reassigned in or out of a component or career service.
- An alpha listing of "D" designees, age 50 or older, by grade, which shows the applicable retirement system, the date of retirement eligibility and the amount of qualifying overseas service.

10. The decrease in the number of special requests levied on the Office of Computer Services and the increase in the number of hand calculated reports is indicative of the fact that basic recurring machine reports provide an ever increasing capability to respond to requests without having to order a special computer request.

11. A series of meetings were held between representatives of the Support Services Staff of the Office of the DD/S and this division to review personnel systems being developed in the integrated Support ADP application.

A Career Trainee assigned to the Office of Personnel for training has been detailed to the Support Services Staff, DD/S, to develop systems of concern to this division.



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13. During the next year a very heavy coding workload will result from the return of Forms 444j. In addition efforts will be made to eliminate or minimize the problem areas involved in machine producing a Biographic Profile.

14. A review and analysis will be conducted of statistical reports having in view consolidation where possible and elimination when reports are not serving any useful purpose.

15. Presentation of statistical information by MANS code (Prof., Cler., Commo., Tech.) has been found to be very useful in

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analyses and projections. It is anticipated that this will be another basic method of presentation in addition to Organization, Career Service and Grade.



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Chief, Records and Control
Division

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SECTION I. MAJOR ACTIVITIES DURING FY 1967

1. Work Load Analysis

a. Statistical data for a four year period is provided to show significant trends in CPD activities.

b. The on duty strength of all contract categories remains high; career agents and contract employees have increased in number.

c. The number of contracts prepared in CPD decreased somewhat from an all time high set in FY-1966, but still exceeds totals prepared in previous years. The high volume of field contracts and amendments continues. Each field action is given a thorough review in CPD. Corrective action is taken when necessary.

d. Again this year the number of cover agreements has decreased. I don't believe this is a result of a lessening of effort to use non-official cover. On the contrary, the work load of the Administrative Allowance Committee (which deals only with non-official cover cases) is constantly increasing.

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e. The number of industrial contracts reviewed has decreased by almost one half. Existing agreements appear to be meeting Agency requirements and are being continued.

f. The number of formal consultants continues to remain small. This is due primarily to the laudable practice of keeping on the roles only those consultants who are actually being used.

g. In FY-1967 as in FY-1966 the large number of separation allowances results from the Agency build-up (staff and contract) in South East Asia, primarily Viet Nam.

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BASIC STATISTICS

ON DUTY STRENGTH

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Categories of Personnel

Career Agents

Contract Employees

Contract Agents

Independent Contractors

FY 1967 FY 1966 FY 1965 FY 1964

TOTAL Contract Personnel

Staff Agents

Consultants

TOTAL

WORK ACTIVITY

25X9A2

Agreements Processed

Contracts Prepared

Amendments Prepared

Field Contracts Reviewed

Field Amendments Reviewed

Cover Agreements and Amendments

Contract Service Verified

Contract Employees under Ceiling

Review of Proposed Industrial Contracts

FY 1967 FY 1966 FY 1965 FY 1964

Personnel Actions (Staff Agents) Processed

Conversion of staff employees to staff agents

Conversion of staff agents to staff employees

Appointments

PSIs processed for Staff Agents

Other

TOTAL

Agency Allowance Statistics

Changes in Post Classification

Separation Allowances authorized

New Posts Classified

25X9A2

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SECTION II. SIGNIFICANT DEVELOPMENTS IN FY 1967

1. Additional Fringe Benefits for Contract Personnel.

Early in the fiscal year a reading of a new insert to the Federal Personnel Manual suggested the possibility that contract employees might be entitled to FEGLI coverage. A query to the Civil Service Commission evoked the response that contract employees were not so entitled, that the Manual was in error and would be corrected. The inquiry, however, led normally into another and more rewarding discussion concerning the real possibility of achieving Civil Service Retirement coverage for Agency contract employees. Mr. Andrew Ruddock of the Commission assured us of favorable consideration if the Agency were to submit a formal request for such coverage.

Internally, activities were quickly directed toward developing a substantive basis for the Agency's formal request. Costs and personnel data were developed and charts were prepared to provide both factual and graphical justification for the proposal. The basis for justification were in turn subjected to close scrutiny, for budgetary and personnel policy analysis. Meetings and conversations were conducted between Agency and Commission representatives to better define the situation and understand the implications of acquiring coverage. Achieving internal agreement and resolution as to the merits of the move, on November 25, 1966, a memorandum was submitted to the Civil Service Commission requesting approval of Civil Service retirement coverage, FEGLI and GEHI for contract employees. The inclusion in our basic request of coverage for resident aliens developed as a delaying factor in the process of the Commission's review and consideration. The Agency promptly dropped, at least for the present, the inclusion of coverage for this group.

Following a Government wide and uneventful coordination, the Commission announced that these new benefits would be included in contracts with U. S. citizen contract employees written on and after 1 July 1967.

During the waiting period plans for implementation were made, drafts of directives prepared, discussed, coordinated and revised with the objective of quick action when and if approval was received. Mr. Ruddock notified us of the Commission's approval action well in advance of any official publication or release. We were thus provided a grace period in which to provide for the immediate dissemination of a decision which we held to be of major significance. The first publication was in the form of individual memoranda from the Director of Personnel to the Deputy Directors of the various Agency directorates. It was assumed, and correctly so, that they would in turn disseminate the information within their own organizations.

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2. Reemployment of Annuitants.

The retention of the services of retired personnel by means of contract either as contract employees or as independent contractors has been a matter of close and continuing scrutiny by this Division. Each request is required to clear several senior and professional reviews before a contract is prepared. Quarterly, detailed reports involving considerable amounts of time and care in compilation and preparation are submitted by this office via the Director of Personnel to the Executive Director-Comptroller. During FY 1967 the average strength of the group was [] individuals, with little fluctuation from calendar quarter to quarter. It is interesting to note that the use of annuitants is in large part evenly divided between the DD/S and the DD/P. The bulk of Support requirements exist within the Office of Security which also accounts for the large number of FBI retirees.

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Agency policy in this particular area has gradually developed through Office of Personnel leadership and initiative maturing this past spring into official status through the publication in March of [] "Contract Employment of Annuitants". The Notice was initiated, prepared and coordinated by this Division. It officially confirmed the guidelines for hire of annuitants and further identified the specific levels of required approval. In December of 1966 CPD participated in the preparation and distribution of an information memorandum to Chairmen of Agency historical boards setting forth guidelines for the use of annuitants as historical writers.

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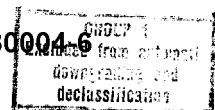
3. Special Projects.

Special operations or programs developed throughout the Agency involving personnel under contract or agreements of some nature, require at all stages, the professional assistance of CPD. This is particularly true during the planning and recruiting phases:

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a. [] are all CS operations involving personnel with specialized experience and background. Their personnel management and associated problems differ to a marked degree from the so called standard contract employee situation. Agreements specially devised for these situations and their subsequent administration require more than our routine attention. For example, since the bulk of these men are obtained from the military special attention must be directed toward complications associated with some types of military retirement.

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b. is an FE project concerning the employment of selected the United States. CPD has been involved in the development of this program from its inception. It has now progressed to the point of active recruitment.

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4. Service Computation.

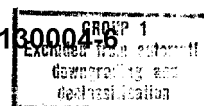
The following activities, which have not been commented upon in previous CPD annual reports have been added this year. They are beginning to emerge as a significant work load factor in CPD's daily activities:

- (a) Establishment of service computation dates;
- (b) Verification of prior contract service for retirement and leave purposes and in response to inquiries from external Agency sources;
- (c) Staff assistance and review of requests for supplemental retirement plans.

5. CO-OP Program.

The Office of Communications has successfully operated a cooperative student program for several years. CPD assisted in the program through special agreements tailored to the situation. No appreciable change has transpired in this area in either volume or in the thrust of the program. However, based on Commo's experience, other Agency offices requiring technical skills and competing for recruitment of technical personnel in a field of limited availability are showing interest in similar programs. As a result, a Cooperative Education Program is being developed on an Agency wide basis with CPD playing a contributory role through its experience in the area.

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The initial step in the implementation of the developing program was the launching of a pilot summer intern program by NPIC. NPIC had entered the cooperative field to a limited extent prior to this year by bringing in students for summer employment on an appointed staff employee basis. These individuals were converted to contract upon reporting for duty in June. Additional personnel were added, also by contract, to bring the total to some eleven persons. The uniqueness of the situation and the general lack of available experience and counsel created a number of problems requiring considerable research by this office and the development of a special contract to meet the needs of the student employee and the employing office. Although it was originally conceived that only NPIC would be involved in the pilot program, four additional students were hired as "China Studies" employees by other offices.

6. Terminations.

During the course of the year several unfortunate events emphasized the need for a closer scrutiny of and a greater investment of time and effort in "Termination cases". The several problem cases that transpired involved contract personnel, accordingly, this office was deeply involved. We assisted with the preparation of Headquarters [redacted] Notices concerning the termination of non-staff personnel. Each termination or indication of possible termination is now thoroughly researched and documented with a view toward detecting, at the earliest possible moment, any indication of disaffection or other difficulties. Whenever possible CPD personnel conduct personal interviews with terminating contract personnel.

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7. Supplemental Retirement.

The lack of adequate retirement time or the lack of availability of retirement coverage of any type has emphasized the need to focus attention upon the plight of certain contract personnel approaching the so-called retirement age with little or no financial security for their declining years.

In the interest of developing a tangible program or, at the least, a consistent approach to an expanding problem area, this office has been investing substantial time, study and research in the area of supplemental retirement. The advent of Civil Service coverage for U. S. citizen contract employees does solve the problem for new employees and may reduce the problem of some older ones. However our efforts must be directed in providing retirement security for those who:

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- a. Have no retirement equity from any source whatsoever, such as we may find existing with our resident and non resident aliens.
- b. Have some equity in a retirement or equivalent system yet not enough to qualify or, if qualifying, will not have sufficient income to meet minimum subsistence standards.

Experience has directed our thoughts and considerations into the following pattern which is reasonably descriptive of our counsel to the various Agency case officers and offices faced with terminal retirement problems affecting their contract personnel:

- a. Expansion of existing retirement systems to include presently excluded groupings of individuals. (The Civil Service authorization sought during this past year is an example.)
- b. Participation by an employee in the Social Security Retirement Program of his own native country.
- c. Purchase of annuities by the Agency (both contributory and non-contributory).
- d. Lump sum termination payments based on salary and length of service.
- e. Increase in salary to permit long term investment as a retirement program.

8. Social Security.

Security considerations have required a close headquarters control in most matters relating to the processing of social security claims, the establishment of record credits and the resolution of individual problems. Inasmuch as Agency liaison with Social Security still rests within this office we have had to provide full assistance in every aspect of the Social Security program.

As the Agency matures the number of social security claims increase as do the number of associated problems. Distances involved, the requirements of documentary evidence of birth, marriage etc. (which documents are frequently lost or destroyed) personal problems plus delayed tax filings by the Agency, all contribute to the complexity of each case and the need for special assistance by Social Security cleared personnel. Sensitive cases must be frequently handcarried to Social Security in Baltimore and the Washington Field Office.

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The nature of the Agency's activities frequently contributes to the difficulty in the administration of social security annuity cases, e.g. confusion in the multiple use of identities and biographical legends. This of course leads to a prolongation of time for settlement of claims and adds to the amount of time that this office must expend in each matter.

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Assistance is given in retirement analysis for Social Security alone or as a portion of a study and basis for a supplemental annuity.

9. Contract Employees Admin Review Committee.

A matter relating to the absence of a proper security clearance for a contract employee and the lack of a centralized source of biographic information prompted the establishment of a committee consisting of a representative membership of interested Agency offices. The objective of this Committee was to review administrative procedures relating to contract personnel. Contract Personnel Division was of course represented on this Committee and played an active role. Our participation extended beyond the official meetings of the Committee to sub-groups assigned to investigate special areas of interest as they were identified during regular sessions of the Committee.

The very involvement of this group in the subject of contract personnel, their revelations and recommendations, such as they may be, cannot but deeply involve Contract Personnel Division and add to its responsibilities and work load.

10. Staff Employee Special.

Originating as the result of concern for the security of records pertaining to a group of personnel under non-official cover but not designated as staff agents, a requirement was placed by the DD/P for the conversion of all records concerning such personnel (on a permanent basis) into pseudonym. A number of discussions and meetings have been held in an effort to define the problems that the conversion would create ending with the designation of a panel including a CPD member to study and submit recommendations as to possible solutions or alternatives.

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11. Consultants.

During this fiscal year CPD was charged with the preparation of yet another periodic report, this one on consultants. It lists all on board consultants by name and component as well as those in process. The report is prepared quarterly. Copies are distributed to each member of the DCI's Executive Committee.

12. Administrative Allowance Committee.

Chief, CPD represents the Office of Personnel on the Agency Administrative Allowance Committee and the CPD Allowance Specialist is the Committee's Secretary. In addition all clerical work in support of Committee activity is performed by this Division's clerical employees.

25X1 In December of 1966 [] was published advertising the existence of the Committee and discussing the procedure it had developed for operation. []

25X1

The Committee has acted on 84 cases to date. Three individuals returning overseas to a new assignment or for another tour at the same station have been handled by the Committee for a second time. Basic information items are extracted from all Committee cases and fed into an Agency computer. We have developed a simple ADP program concerned mainly with statistics, due dates and cost information.

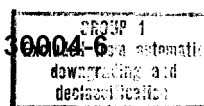
13. Allowances.

(a) Several significant changes were made in the standardized allowance regulations during the year:

(1) School away from post education allowances were increased for most overseas posts. This was a result of averaging the costs of several adequate boarding schools instead of using the cheapest one and including the cost of two round trips per year between the employee's overseas post and the boarding school.

(2) The Department of State revised upward the post allowance payment table effective 11 September 1966 to bring it more in line with current spendable income

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patterns. The table converts inputs of a specific post classification, salary level and family status into a dollar per annum figure. The revision resulted in a substantial increase in Agency equalization allowances since we use the table as a final step in their computation.

(3) The Department of State revised its separation allowance regulations to liberalize the requirements for parents, sisters and brothers to qualify as dependents.

(4) A new section was added to the education allowance regulations authorizing that allowance to continue, under certain conditions, when employees are transferred to a

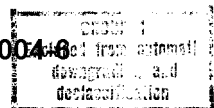
[REDACTED]

(b) A substantial amount of time and effort was spent in completely classifying a new post established by OSP/DD/S&T. Because of cover and security considerations we did not seek any assistance from our cleared liaison contacts in the allowance division of State Department. We based our determinations on basic cost data supplied by the requestor. The data was analyzed, weighted and compared with Washington, D. C. prices for similar goods and services. The results were converted to dollars for each allowance involved.

14. In Summary.

Numbers, statistics and normal narrative statements fail to credit an aspect of the daily operation of this Division which involves, in its effort to render full service, a tremendous amount of work in legal and technical research and improvement of personal and general office competence. The designation "contract" in the title of this Division has acquired an Agency wide significance, rightly or wrongly, that anything and everything pertaining to or affecting contracts can be handled, processed, explained or solved by this Division. Contract personnel, like staffers, marry, die, retire, have personal, tax, legal, security, compensation and leave problems. The quest for answers relating thereto usually ends up in CPD.

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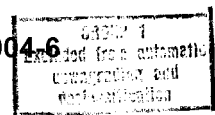


SECTION III. PLANS AND OBJECTIVES FOR FISCAL YEAR
1968

1. Our priority task for the first months of FY 1968 will be to implement the new fringe benefits programs applicable to most U. S. citizen contract employees hired on and after 1 July 1967. This will be a formidable task and one which must be done in addition to our regular duties. Preliminary CPD activities in this area will include:

- a. The preparation of a standard contract containing the new benefits which can be used for qualified and recommended contract employees.
- b. The preparation of a Headquarters notice to provide general information concerning the new benefits programs.
- c. The preparation of a book dispatch setting forth procedures and guidelines to assist the field in their task of implementing the new benefits programs. A sample contract for field use will be attached.
- d. Conducting briefings of support personnel from each directorate concerned with contract programs and administration. Written guidelines prepared in CPD will be the basis for these briefings.
- e. Working out internal CPD procedures geared to prepare hundreds of new contracts in the least possible time.

2. As you know since 1 January 1955 contract employees have been covered under the social security system. Through a technicality in the 1954 amendment to the Social Security Act it appears that such time is not creditable service for Civil Service Retirement purposes if a contract employee is subsequently covered under the Civil Service Retirement system. The Agency has always taken this rule for granted. However now that so many contract employees are eligible for Civil Service Retirement coverage we feel it necessary to settle once and for all this issue of creditable service. Chief, BSD, a representative of OGC and I propose to seek a legal determination of the issue. We will start with the senior general counsel representative of the social security structure in Baltimore. He has been recently cleared. Our discussion will center around the ways in which the legal technicality can be overcome, if any. If his answer is favorable we will begin internal staff work pointing hopefully toward the crediting of heretofore non-creditable contract service.



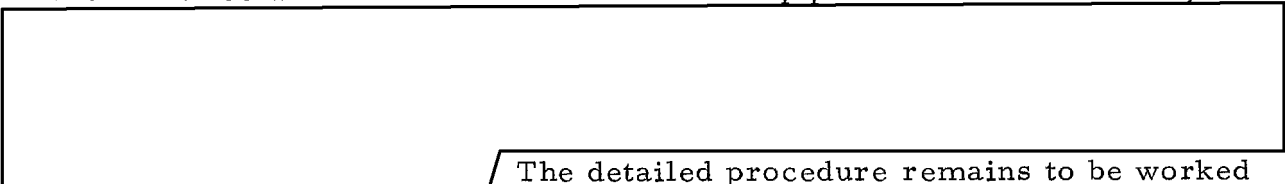
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4. The Deputy Chief, CPD chairs a sub-committee of the Agency Tax Committee which was established to develop procedures for securely

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The detailed procedure remains to be worked out in FY 1968. The concept will be reduced to writing for formal coordination and approval.

5. The Contract Employee Administrative Review Committee has already pinpointed a number of problem areas relating to Agency contract administration. Upon the conclusion of its work the Committee will issue a report, with recommendations. I am reasonably sure that CPD will be involved to a considerable degree in the implementation of such recommendations as are approved for action.

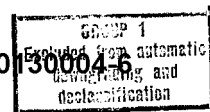
6. The Agency coop program will be considerably expanded during the forthcoming year to approach an anticipated strength level of 56 personnel in addition to 16 engaged in the Office of Communications program. The associated summer intern program will also accelerate from a current total of 11 individuals to 33 in 1968. All personnel involved in these programs are or will be placed under specially tailored contracts.

7. I am of the opinion that [redacted] "Industrial Contracts For Personal Services" needs revision; so is Dick Lansdale of the Office of General Counsel. The present version is unclear in several substantive areas. Dick and I hope to have a draft completed and coordinated before the present notice comes up for renewal.

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8. We have just received a copy of "Guidelines For Contracting With United States Educational Institutions And Their Staff Members" which was approved by the DCI 12 July 1967. One section of the guidelines involves Consultants and other personal services contracts. We have been asked to

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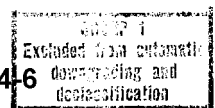


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establish procedures to assure that new personal services contracts with professors or other staff members of educational institutions are prepared in conformance with the guidelines and to review all existing contracts with such individuals to see which of them can be conformed to the guidelines as rapidly as possible. CPD has no central register listing the overt vocation of contract personnel. We must begin by asking each component to identify the individuals involved.

9. Publication of the contract handbook is a continuing objective. Coordination with the Clandestine Services was almost completed when the new benefits programs for contract employees was announced. Substantial sections of the handbook must be revised accordingly. In addition recommendations of the Contract Employee Administrative Review Committee may make further changes necessary. Hopefully it can be revised and coordination completed by the end of FY 1968 and "hopefully" is a good note on which to end.

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3 August 1967

MEMORANDUM FOR: Director of Personnel

SUBJECT : Workload Data and Accomplishments
for Fiscal Year 1967 - MMPD

1. Division Strength:

25X9 The authorized and assigned strength was reduced by one officer space during the year bringing the fiscal year end strength [redacted]

2. Workload Data:

25X9A2 a. The overall number of military detail personnel administered by MMPD remained approximately constant during the year (a detailed breakdown by military service is shown at TAB A). As of 30 June 1967, the Division had a total of [redacted] personnel requisition actions working, compared with [redacted] such actions on 30 June 1966. The increased demand for military manpower created by the Vietnamese war made our procurement even more difficult than last year. 25X9A2

25X9 25X9 b. In February 1967, we received instructions to request that the military departments furnish [redacted] officers for detail to the Agency to assist in the Revolutionary Cadre Development Program in South Vietnam. As of 30 June 1967, there had been [redacted] officers interviewed, of which [redacted] were selected. [redacted] officers reported on 10 April 1967 to start a 12-week orientation and training program. A second group of 10 reported on 29 May 1967 to begin their training. The large influx of records, personnel and pay actions greatly increased the work load imposed upon MMPD. Although no prior programs or policies existed to cover this situation, a program was devised, implemented, formalized, and problems solved as we progressed. With outstanding cooperation from the various departments of the government involved, both military and civilian, the program is being carried through to a successful conclusion. 25X9 25X9

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c. The military reserve administration and training workload consisted of furnishing administrative support and guidance to the four Agency-sponsored Reserve units, of providing 30 sessions of Inactive Duty Training, and of arranging Active Duty Training Tours of [] Agency Reservists at locations in CONUS and overseas. Comparisons of 1966 and 1967 strengths of Agency-sponsored Reserve units and control lists are shown at TAB B.

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d. The military deferment workload increased slightly during this period. The following is a comparison of cases processed during Fiscal Years 1966 and 1967:

	<u>FY 1966</u>	<u>FY 1967</u>
Directed Classifications		
New Requests		
Renewals		
Cancellations		
Occupational Deferments		
TOTALS		

25X9A2

In addition to the cases actually processed, numerous telephone inquiries were received almost daily from offices and individuals concerning military deferment.

e. The workload in the civilian reserve program consisted of the screening of monthly reports of separation, the review of the personnel records of individuals selected as potential reservists, the internal clearance for contact, and the mailing of letters and questionnaires to the individuals concerned. Approximately 150 cases were finalized and contacted.

3. Significant Accomplishments

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